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STATE TEACHERS COLLEGE BULLETIN

DEPARTMENT OF EXTENSION
CLASS INSTRUCTION
CORRESPONDENCE STUDY



HATTIESBURG, MISSISSIPPI

OCTOBER, 1930

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DEPARTMENT OF EXTENTION

The present offerings of the Department of Extension are of two general types, as follows:

1. Extension work by class instruction in which the teacher meets the class at some study center in quarters provided by the group.
2. Extension work by correspondence in which the student works out written assignments to be mailed to the department and graded by the instructor.

EXTENSION BY CLASS INSTRUCTION

This form of extension work possesses many of the advantages of residence study and in addition combines, in an effective manner, the theory and practice of learning and teaching. It is a profitable source of credits toward renewal of certificates, with or without summer school attendance, or toward securing a degree. At the same time it is more economical, hour for hour, than is residence credit.

Inasmuch as the organization of such classes comes only after considerable deliberation by a group of teachers, often with a representative of the College assisting, little but the most general information will be given here. Those who are interested in the organization of extension classes are urged to write to the Director of Extension for any necessary information not contained in the following brief statements.

What Courses are Available by Class Extension?

Practically any of the courses listed in the regular catalogue may be taken under this plan with the exception of those requiring special equipment and laboratory facilities not available in the class center. Such laboratory courses as well as others, however, may be conducted upon the campus. For these classes meeting at the College on Friday evenings and Saturdays residence credits will be given.

Who May Take These Courses?

Any person of sufficient maturity and capacity to profit by it may take such work as non-credit study. Those who expect credit for the course, however, must satisfy the requirements for regular admission to the College.

Students will not be permitted to pursue extension class work, during residence attendance at this or any other college, without special permission. Also, without special permission a student may not pursue more than one extension class at a given time.

How Many Students Are Required for the Organization of a Class?

There is no set and fast rule on this matter. Where the instructor must travel considerable distance at heavy expense in time and money there should be at least 20 applicants for the course. Where two classes are given in the same center or in neighboring towns by an instructor, the necessary membership in each class may be somewhat less. By paying a slightly higher fee a smaller group may secure a class.

When will Classes Meet?

It is customary for such classes to meet either on Friday evening or Saturday morning for a three-hour period. Twelve such meetings are required for each four-hour course.

What is the Cost to Students of Class Extensions?

There is a flat rate of \$3.00 per quarter-hour. That is, for a four-quarter hour course the student will pay \$12.00. The fee is based upon the individual student. Class rates of large groups designed to cut the cost below the \$12.00 per student are not offered. However, where the minimum number of students cannot be secured the group may, by making up the deficit, secure the class. Special memographed materials, tests etc., will be paid for by the stu-

dent but in no case will this amount to more than a few cents per individual.

How Much Work May One Take by Extension?

No student is permitted to submit more than twenty-five per cent of his total requirements for graduation in the form of extension credits. That is, not more than 48 quarter hours of credit from the Extension Department may be applied toward a degree. Of this amount not over 24 hours may be earned in correspondence study.

Furthermore, no student with a full-time teaching load will be allowed, without special permission, to pursue more than twelve hours extension work (including correspondence study) during the academic year.

At What Time of the Year May Such Courses be Organized?

There is no good reason why such classes may not be organized at any time of the year. It is best, however, for them to begin soon after the opening of school in the fall in order to give sufficient time for two successive courses where such are desired. This gives sufficient credit for the renewal of certificates without summer school attendance.

What is the Procedure of Organizing Such Classes?

It is always best to secure the co-operation of either the city or county superintendent, or both, in the organization of Extension classes. However, any teacher should feel free to suggest this matter to his superintendent, to urge it among his fellow teachers, and to write to the Extension Department for assistance.

CORRESPONDENCE STUDY

Nature and Value.

Correspondence work is a form of study "directed from the distance." Lesson assignments, carefully outlined by the instructor contain reading references, questions, problems, study suggestions, and directions for "writing up" the manuscripts to be returned to the teacher. There are three such assignments per quarter-hour making twelve lessons for a four quarter-hour course. Hence each lesson should be given an amount of study of equal to the work of one week on a four-hour course taken in residence.

Upon receipt of these written lessons from the student, the instructor carefully grades them, making any necessary corrections and giving suggestions and facts which are designed to insure comprehension of the work covered. The manuscripts are then temporarily returned to the student.

Although there are some handicaps to study by the correspondence method, apart from the personal guidance and influence of the instructor and class, correspondence study as many compensations of its own. In the following respects it has been shown through the actual experience of many institutions and thousands of students to be a valuable SUPPLEMENTARY method of securing an education.

1. It compels more independence and individual initiative on the part of the student.
2. It enables the student, regardless of location, to secure the benefits of expert instruction and direction, really bringing many of the essential elements of college training to his door.
3. It enables the teacher in the field to pursue study during his teaching, to the betterment of his work both as teacher and as student. He thus not only secures credit but also direct help in his daily work as a teacher.
4. It enables the teacher to secure credits toward renewal of certificates or acquirement of degrees more rapidly (though with perfect justification from the education view-point) than would be possible through college attendance alone.
5. It offers the advantage of permitting the teacher to spend the summer vacation, if desired, in ways possibly more profitable and more enjoyable than through repeated attendance at summer sessions.
6. It is economical of both time and money, enabling the teacher to spend many odd moments in directed study which might otherwise be wasted, and to secure training at far less cost per credit hour than is possible in residence only.

How May One Register for Correspondence Work?

1. Be sure that the Records Office has received an official transcript of your credits (at least your high school units) or a record of the grade secured in the comprehensive entrance examination, if you are eligible to establish your college status in this manner. (Note that these examinations are

given only at specified times and places by members of the regular college faculty.)

2. Fill out completely and return the application blank which is found in the bulletin (additional copies of which will be sent upon request), enclosing proper fee. Fees should never be sent in the form of currency except by registered mail!
3. Selection of the proper course is of vital importance. Even at the cost of some delay, the student should determine the course which meets his needs. He should secure and STUDY the general catalogue to know his requirements and the courses for which he is eligible. If necessary, write to the Correspondence Department for help.
4. Immediately upon receipt of the application and fee the applicant's status will be checked at the Records Office and, if he is found eligible, the lesson assignments with all necessary explanations and materials will be sent out three at a time, to the student and returned by him in a similar manner as explained elsewhere.

When May One Register for Correspondence Work?

Registration MAY be made at any time of the year but is discouraged between the dates of about August 15th and September 15th. During that vacation period the Department cannot pledge to give prompt attention to correspondence or to applications for courses. Lessons may be sent in regularly during this period but grading cannot be promised until after the opening of the fall session. Please anticipate your needs far enough in advance, if possible, to register for courses before August 15th, and avoid disappointment.

What is the Cost of Correspondence Work?

1. There is a uniform charge of \$2.50 per quarter hour for all correspondence courses. That is, a two-hour course costs \$5.00, while the charge of \$10.00 is made for each four-hour course.
2. Fees must be paid in advance, and after the lessons have been sent out no fee is refundable.
3. Fees are not transferable from this department to any other department of the College.
4. Correspondence study fees are not transferable from one student to another.

5. To be valid, any request for a transfer of fees from one correspondence course to another, within the Department, must be made within 60 days from the date of registration for the first course. No transfer of fees from a course is allowable after the first lesson has been sent into the office.
6. Failure upon the part of the student to submit a lesson within 90 days from the date of registration, or to notify the office of the reasons for such failure, will be deemed sufficient ground for dropping his name from the records, which means also the forfeiture of his fee.
7. The student is held responsible for the required postage on all lessons sent to the office. The Department pays postage on lessons sent out to the student, but for the return of graded lessons to the student and their final return again to the college, the student pays the postage.

What Are the Time Limits for Correspondence Courses?

1. For a four-year course the student is allowed one year from the date of registration for its completion. Six months is permitted for a two-hour course, but it is assumed that lessons be sent in REGULARLY. Receipt of all lessons toward the end of the time allowed will be looked upon with suspicion.
2. Where it is deemed justifiable, these time limits MAY be extended. For such extension, however, there will be a charge of one dollar (\$1.00).
3. Upon the student's entrance for residence work at State Teachers College or any other institution, the correspondence study must cease and the time limits will automatically be extended beyond the completion of such residence by an amount equal to the time of such residence, provided:
 - a. The student notify the correspondence study office at the time such residence work is commenced, and
 - b. The total time for such residence work shall not delay pursuance of the correspondence course for more than nine months.
4. The student is allowed to complete correspondence courses as rapidly as is consistent with good work. However, to avoid the evils of CRAMMING, even with full time study the attempted completion of a four-hour course, in less than one

month is discouraged. For teachers in service a proportionately longer time for the completion of courses should be expected.

In What Form Must Assignments be Submitted?

Students are requested to prepare their manuscripts in accord with the following directions (unless specifically required to do otherwise by the instructor).

1. Use paper 8½ by 11 inches, unruled if typewriter is used. ruled if the lessons are written in long hand. Loose-leaf note book filler is acceptable.
2. The first page of the manuscript should contain the title of the course, assignment number, and your name and address. The Department should immediately be notified of any change of mailing address.
3. Use only one side of the paper. Leave a margin of two inches on left side of each sheet for the instructor's corrections and suggestions. Number the sheets consecutively and clip them together. Be sure that the numbering of your answers corresponds with the questions of the assignment to which they belong. Answer all questions.
4. Pay attention to neatness and make all your answers complete and to the point but **AS BRIEF AS POSSIBLE**. In other words, do not try to make up for **QUALITY** with mere **QUANTITY**.
5. Use separate sheet for business and all other communications.
6. At the end of the manuscript for each lesson feel free to list any questions you may have about the lesson.

Grading and Return of Lessons.

1. As before stated, lessons will be sent to students in groups of three (in some cases four) at a time. These are to be worked out and returned to the office in similar fashion, except that lessons 1 and 2 will be sent in by the student, 3 being retained to make continued work possible until his receipt of lessons 4, 5, and 6. He next sends in lesson 3, 4, and 5, retaining six for work, awaiting the next three lessons from the office, and so on.
2. All lessons are carefully graded by the instructors personally,

and returned to the students, that they may have full benefit of criticisms, suggestions, etc.

3. Each bunch of such graded lessons received by the student is to be returned to the Correspondence Study Department for permanent keeping before taking the final examination. That is, while the graded lessons are sent back to the student they are thus returned only for his temporary observation and study. They are not to be retained by him but must be returned to the College before the final examinations.
4. Receipt of lessons from students will not be acknowledged, but if for any reason the student fears they may not have reached the office an inquiry from him will be answered promptly.

How Will Final Examinations be Conducted?

1. At the completion of the assignments the student will be given a final examination in the course. If he lives within traveling distance of Hattiesburg it is urged that he report to the correspondence study office at the College for examination. If beyond traveling distance, the questions will be sent to some school superintendent designated by him. Please note that questions cannot be sent to persons other than town or county superintendents. The name of such superintendent should be submitted with the last assignment.
2. One who desires to complete unfinished correspondence work before entering college for residence study must submit to the office all lessons required for each course before the beginning of the session in residence. Furthermore, he must stand examination upon the course within two weeks of the beginning of residence study. Please note, for example, that one who, during the summer vacation, works out the lessons for one-half of a four hour course and keeps them in his possession, cannot complete the balance of such work during the Christmas holidays and stand examination upon the whole course. It should be kept in mind that 16 to 18 hours is the maximum amount of credit that may be granted to any student during any one quarter.
3. In case of failure in the final examination the student will be given but one more chance and that only upon the completion of additional work outlined by the instructor. This work is to be done with the same care as regular assign-

ments and must receive a passing grade before the examination will be repeated. For such re-examination there will be an extra charge of one-fourth ($\frac{1}{4}$) the cost of the course involved.

What Kind of Credit is Received for Correspondence Courses?

Credits received in correspondence study are in all respects counted as the equivalents of residence credits in State Teachers College (within the limits of the amount of work allowed by correspondence, as elsewhere stated). They are recorded however, as correspondence, study credits and so transferred to other institutions. The College cannot guarantee however, that other institutions who accept its residence credits will accept those made by correspondence study. Where affiliation with other institutions is anticipated, we recommend that they be consulted upon the matter before registration for the correspondence work in question.

In grading students the regular marking system of the College will be employed.

How and Where Texts be Secured?

The texts required for the various courses are listed upon the assignment sheets. These books may be secured directly from the publishers. In many cases, used books may be purchased from the Columbia Book Store, Columbia, Missouri.

The College library is not at present in a position to supply the references. Accordingly, these as well as the texts must, for the time being, be purchased by the student. Here again, used books which may be sold back again to the company from which they are secured are a source of saving where such is desired.

A Caution!

While correspondence study is conducted for the benefit primarily of teachers in service who find it impossible to be in attendance at college it should be plainly understood that the Correspondence Study Department cannot confer special favors upon anyone to the sacrifice of reasonable standards. Teachers are, therefore, urged to anticipate future needs for necessary credits toward graduation or license renewal as far in advance as possible. Please keep in mind that however urgent the need at the moment the impossible cannot be allowed. Even with full time study the Department cannot permit the completion of work at a rate to exceed one quarter hour in much less than six days. Neither can the

student justly expect the grading and return of papers in less than one week from the date of their receipt. Anxious as the Department is to serve you, please do not neglect YOUR PART of the preparedness program! Anticipate your needs far in advance and avoid "eleventh hour" excitement and disappointments! For further information write to H. J. Peterson, Director, or send for a general catalogue.

COURSES OFFERED BY CORRESPONDENCE

NOTE:

First year courses are numbered 1-49.

Second year courses are numbered 50-99.

Third year courses are numbered 100-149.

Fourth year courses are numbered 150-199.

Knowing what credits you have and your rating (whether freshman, sophomore, junior, or senior) please do not request courses in advance of your standing.

Agriculture

33.—Poultry Husbandry. Four quarter hours. Prerequisite: Agriculture 25 or equivalent. Mr. Jackson.

69.—Plant Husbandry (Formerly 29). Four quarter hours. Prerequisite: Agriculture 25 or equivalent. Mr. Jackson.

125.—Farm Administration. Four quarter hours. Prerequisite: Sophomore standing. Mr. Jackson.

Education

46.—Parent Teacher Association Work. Two quarter hours. Miss Jones.

68.—The Teaching of Reading in Primary Grades (Formerly 38). Four quarter hours. Prerequisite: Education 20. Miss Jones.

71.—Primary Number Work. Two quarter hours. Prerequisite: Education 20. Miss Wilson.

89.—Reading in the Upper Grades. Four quarter hours. Prerequisite: Education 20. Miss Wilson.

113.—Principles of High School Teaching. Four quarter hours.
Prerequisite: Education 20. Dr. Weathersby.

128.—The History of Public Education in The United States.
Four quarter hours. Dr. Weathersby.

English

26.—English Composition. Four quarter hours. English 25 or equivalent. Mrs. Yates.

76.—Development of English Literature Since 1750. Four quarter hours Prerequisite: English 25 or equivalent. Mrs. Yates.

80.—Development of American Literature. Four quarter hours. Prerequisites: English 75 and 76. Miss Hickman.

91.—English Grammar for Teachers. Four quarter hours. Prerequisite: Sophomore standing. Miss Hickman.

124.—Shakespeare. Four quarter hours. Prerequisite: Junior standing. Mrs. Yates.

191.—The Teaching of Junior and Senior High School English Four quarter hours. Prerequisite: Junior standing. Limited to those engaged in teaching high school English. Miss Hickman.

Fine Arts

89.—Lettering and Poster Design. Two quarter hours. Prerequisite: Fine Arts 25. Mrs. Cunningham.

Geography

38.—Commercial and Economic Geography of North America. Four quarter hours. Prerequisite: Four quarter hours Geography taken in residence. Miss Bolton.

88.—Commercial and Economic Geography of South America and Western Europe. (Formerly 55). Four quarter hours. Prerequisite: Four quarter hours Geography taken in residence. Miss Bolton.

135.—Principles of Human Geography Four quarter hours. May be substituted for Geography 33. Not open to those who have had 33 or 130. Miss Allen.

- 138.—Commercial and Economic Geography of Central and Eastern Europe. (Formerly 114). Four quarter hours. Prerequisite: Four quarter hours Geography taken in residence. Miss Bolton.

Health.

- 79.—Hygiene of School Children. Four quarter hours. Prerequisite: Sophomore standing. Dr. Schwartz.
- 125.—Personal Hygiene and Home Sanitation. (Formerly 2). Four quarter hours. Prerequisite: Junior standing. Dr. Schwartz.

History.

- 61.—American History. to 1789. (Formerly 31). Four quarter hours. Prerequisite: Sophomore standing. Dr. Johnson.
- 62.—American History from 1789 to 1865. (Formerly 32). Four quarter hours. Prerequisite: Sophomore standing. Dr. Johnson.
- 63.—American History since 1865. (Formerly 33). Four quarter hours. Prerequisite: Sophomore standing. Dr. Johnson.
- 143.—Problems of American Democracy. Four quarter hours. Prerequisite: Junior standing. Mr. Riley.
- 174.—Early English History. Four quarter hours. Prerequisite: Senior standing. Mr. Riley.
- 175.—The British Empire. Four quarter hours. Prerequisite: Senior standing. Mr. Riley.

Mathematics.

- 31.—College Algebra. Four quarter hours. Mr. Stewart.
- 32.—College Algebra. A continuation of 31. Four quarter hours. Mr. Stewart.
- 85.—Arithmetic for Teachers. (Formerly 25). Four quarter hours. Mr. Stewart.
- 127.—Analytic Geometry. Four quarter hours. Prerequisite: Mathematics 31. Mr. Currie.

131.—Teaching of High School Mathematics. Prerequisite: Junior standing. Mr. Currie.

138.—The History of Mathematics. Four quarter hours. Prerequisite: Junior standing. Mr. Currie.

Modern Language

26.—27.—Second and Third Quarter French. Four quarter hours each quarter. Prerequisite: First quarter French in residence. Miss Rutherford.

32.—33.—Second and Third Quarter Spanish. Four quarter hours each quarter. Prerequisite: First quarter Spanish in residence. Dr. Sparkman.

75.—76.—77.—Second Year French. Four quarter hours each quarter. Prerequisite: First year French. Miss Rutherford.

81.—82.—83.—Second Year Spanish. Four quarter hours each quarter. Prerequisite: First year Spanish. Dr. Sparkman.

Music.

34 (84).—35 (143).—36.—Harmony. Two quarter hours each. This course is open to students who have had two years of vocal or instrumental music. Mr. Marsh.

123 (85).—124 (144).—125.—History of Music. Two quarter hours each. This is a survey course in the historical development of Music from the earliest to the present. It is open to all students who have had courses in ancient, medieval, and modern History. There is no musical prerequisite. Mr. Marsh.

Psychology.

85.—Child Psychology. Four quarter hours. Prerequisite: Psychology 25. Dr. Peterson.

118.—Educational Psychology (Formerly 28). Four quarter hours. Prerequisite: Psychology 25. Dr. Peterson.

132.—Psychology of Adolescence. Four quarter hours. Prerequisite: Psychology 25. Dr. Peterson.

Social Science.

- 34.—**Economics** (Formerly 27). Four quarter hours. Prerequisite: Sophomore standing. Mr. Hall.
- 44.—**State and Local Government**. Four quarter hours. Prerequisite: Junior standing. Mr. Hall.
- 75.—**Rural Sociology**. Four quarter hours. Prerequisite: Sophomore standing. Mr. Lewis.
- 77.—**Labor Problems**. Four quarter hours. Prerequisite: Sophomore standing. Mr. Lewis.
- 153.—**Marketing**. Four quarter hours. Prerequisite: Senior standing. Mr. Hall.
- 175.—**Principles of Sociology**. Four quarter hours. Prerequisite: Senior standing. Mr. Lewis.



STATE TEACHERS COLLEGE
Department of Extension
Hattiesburg, Miss.

APPLICATION FOR CORRESPONDENCE STUDY

Date.....

1. Your name Date of Birth.....
2. Mailing address Permanent home address.....
3. Name of course you desire..... Number Credit Hours.....
4. Were you ever registered in S. T. C.?..... Years..... Credits.....
5. Did you ever attend S. T. C. Summer School?..... If so, what year?.....
6. Have you taken correspondence work at S. T. C.?..... If so, when?..... What courses.....
7. Are you a H. S. graduate?..... If so, when?..... What School.....
8. Are your high school units filed at our Records Office?.....
9. Have you any college credits?..... If so, how many?..... What College?.....
10. For what certificate or degree are you working?.....

(Continued on Next Page)

Application For Correspondence Study—(Continued)

11. What course or courses have you had which you think may serve as prerequisites to the courses you here request?
12. Are you NOW taking work with ANY other college? If so, what work?
What College?
13. Have you ever taught school? What years? Grades or subjects?
14. Are you now teaching? If so, what school?
What grades or subjects?
15. Amount herewith enclosed for fee (\$————) Sent by check or Money Order.

Please give names of others who may be interested in correspondence or class extension work:

Name..... Address.....

Name..... Address.....

Name..... Address.....

..... Address.....

(Duplicates of this blank will be sent upon request)